

# **STAFFING A G E N D A**

**For a Meeting to be held at 6.30pm  
Tuesday 11th February 2025  
Conference Room**

**At Champions Manor Hall, Hullbridge Road,  
South Woodham Ferrers**

**PRIVATE & CONFIDENTIAL**

**Membership:**

Councillor Shearring  
Councillor Eley

Councillor Perham Lake  
Councillor Crosbie

Councillor Thompson

**Karen Atkins  
South Woodham Ferrers  
Town Clerk  
5th February 2025**



**1 Apologies for Absence**

To **RECEIVE** and **ACCEPT** any apologies for absence.

**2 Confirmation of Minutes**

To **APPROVE** the minutes of the Staffing meeting held on 22<sup>nd</sup> January 2025.

**3 Staff Update**

Town Clerk to update committee on current staff.

**4 Events & Marketing Officer**

Committee to discuss the advertising of the current vacancy.

**5 Safer Recruitment Policy**

Committee to consider the attached new policy for recommendation to Council on the 18th March 2025.

**6 Report to Council**

To agree items for report to the next Council meeting on the 18th of March 2025.

**7 Next meeting date**

Next date to be agreed.

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**